



USAID/EGAT/ED, Participant Training Team

TraiNet/VCS Newsletter

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NEWS

August 1 Deadline Past

To the best of our knowledge and through the best efforts of the entire USAID training community, all of the participants who were required to be enrolled with the BICE (formerly the INS) by August 1 were successfully entered into TraiNet and enrolled. I would like to take this opportunity to publicly thank the staff of the TraiNet/VCS helpdesk for their hard work.

New Service pack

A new service pack has been released that updates TraiNet to version 2.1. Included in this update is:

- A new dependent information tab on the Trainee dashboard that allows processing of dependent DS-2019s through the VCS system
- Enhancements to the Visa Wizard
- More instructions on the Updating Trainee Status Wizard
- All browse screens support multi-column sorting

This mandatory update can be downloaded from <http://usaidtraining.devis.com/>. Be sure to follow all the installation instruction completely.

Dependents

Version 2.1 of TraiNet adds a new Dependents tab to the Trainee Dashboard. On this tab you can enter all the information necessary to register dependents in SEVIS and request the paperwork to allow a person to apply for a J-2 dependent visa.

Only a spouse or minor children (less than 21 years old)

HINTS & TIPS

All users: Answers to a lot of frequently asked questions are available on the TraiNet/VCS Support website at <http://usaidtraining.devis.com>.

All users: When you email Marina or the Helpdesk about a participant, please make sure that you identify the participant's last name as it is shown on the DS-2019 form or on the passport. If you have a record of the participant's SEVIS ID number (printed above the barcode on the DS-2019 form) please include that as well. A correct last name will make it much easier for all of us to quickly look up information.

TraiNet Initiators: Do not enter more than one academic student per program in TraiNet. Even if you have 7 students starting the same semester, every student should get his or her own program. That way, if one student terminates, needs an extension, or changes schools, you can easily modify that person's information without affecting the other students.

Verifiers and Approvers: Look on the VCS menu (on the left side of the screen) for a link to verify or approve dependents.

Participant Travel: Participants who leave the U.S. temporarily must have a valid DS-2019 form that has been endorsed by USAID's Responsible Officer (RO) or Alternate RO. If all of the information on the participant's current DS-2019 form is

are eligible for dependent visas. Dependents must be Verified and Approved like participants; however, you do not have to enter the last four digits of each dependent's passport number when Approving.

Error Message Decoded

Many of you have written to the helpdesk concerned about an error message in the VCS that says, "The fields that were updated cannot be submitted until the participant is Validated." In particular, many wondered if this error has to be resolved before a DS-2019 form will be issued for a participant. In fact this error can only be corrected by requesting a DS-2019 form.

The BICE SEVIS system does not allow updates to some of a participant's information until he or she has been validated. This means that once a participant's information has been submitted to SEVIS it is locked until the participant is confirmed to have started training. Any updates from TraiNet must be held in limbo in the VCS until the participant's TraiNet data is updated to show he or she is In-Training. Once that has been done the error will be resolved and the pending updates will be submitted.

Once again, if you see this error, it is an indication that information on the participant has been sent and a DS-2019 form has been requested. As soon as the participant's status in TraiNet is updated to "In-Training", the error will go away.

As always, please feel free to email us your comments on TraiNet, VCS or the services provided by the helpdesk at ckagy@devis.com.

-Chris

accurate, please send it to Marina along with a statement from the implementer that the participant is in good standing in his or her program. If the information on the DS-2019 is outdated, email Marina with a request to reprint the form and a statement that the participant is in good standing in his or her program. Include Last Name and SEVIS ID number of participant in the email. Please allow at least 4 weeks to complete this process in either case before the form is needed.